

Fee - \$349 per day

Early/Online Discount
\$329 (\$658 both days)
for online registration or
if payment is received by
July 25, 2016

Thursday & Friday
August 25 - 26,
2016

REGISTER NOW

www.eetraining.eeoc.gov/tapsmain.html

By registering for a Training
Institute event, you agree to
all applicable Institute policies.

ENHANCE YOUR EEO KNOWLEDGE at the **2016 EEOC Atlanta Technical Assistance Seminar** sponsored by the **EEOC Atlanta District Office**. The seminar will be held at the **Atlanta Marriott Marquis**.



EEOC Atlanta Seminar

U.S. Equal Employment Opportunity Commission

2016 SEMINAR LOCATION

Atlanta Marriott Marquis

265 Peachtree Center Ave.

Atlanta, GA 30303

Reservations:

1-800-266-9432

or reserve on-line at

www.marriott.com

before July 25, 2016

Group Code: EEOC 2016

EEOC conference rate
\$135 per night plus tax

Participant materials will be
available for download and/or
e-mailed prior to the day of the
seminar.

EVENT Code: 16T-ATL-01

TRAINING YOU CANNOT AFFORD TO MISS!
Join us for the best in EEO training, from the
experts who enforce the law.



EEOC
Training Institute
...Learn from the Experts

Questions about the seminar?

Terrie Dandy

(404) 562-6811

terrie.dandy@eeoc.gov

Dorothy Stewart

(404) 562-6930

dorothy.stewart@eeoc.gov

U.S. Equal Employment Opportunity Commission

EEOC Atlanta Seminar

Thursday & Friday
August 25-26, 2016

CANCELLATIONS, REFUNDS, NO SHOWS

Cancellations received more than **10 business days** prior to the seminar are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

WHO SHOULD ATTEND?

- Human Resources
- EEO Managers and Staff
- Attorneys
- Managers and Supervisors
- State and Local Officials
- Union Officials
- Federal EEO Staff (seminar approved for EEO Investigator Refresher credit)

Training Institute Policies - Event Code: 16T-ATL-01

PAYMENT - \$349 for the day. Fee includes seminar, lunch, refreshments at breaks and an eight volume 2016 EEO library on cd. PAYMENT MUST ACCOMPANY REGISTRATION. *EEOC Tax ID Number: 52-0812909*

GET A DISCOUNT PRICE of \$329 when

1) registering on-line at www.eetraining.eeoc.gov/tapsmain.html before August 24 (**Day 1**) and August 25 (**Day 2**), 2016.

2) mailed registrations are postmarked on or before July 25, 2016. All mailed payments postmarked after July 25 are subject to the \$349 registration fee. Checks **received after** July 25 containing insufficient funds will be returned. **NOTE:** All credit card charges will be listed as **EEOC Training Institute** on your statement.

MAIL registration forms and checks to:
EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

STATE AND LOCAL GOVERNMENT REGISTRANTS: NOTE: To request an invoice (to secure payment via **check or credit card**) please call or e-mail the EEOC Training Institute. **Registration** confirmation is issued **after** payment is received by the EEOC Training Institute.

FEDERAL GOVERNMENT REGISTRANTS USING IPAC (Intra governmental payment and collection): Federal agencies must complete the EEOC's Inter Agency Agreement Form (IAA Form) at the time of registration.

REGISTER ONLINE - www.eetraining.eeoc.gov/tapsmain.html
Credit card and electronic bank check registrations will receive immediate confirmation.

REGISTRATION QUESTIONS: Visit the website www.eetraining.eeoc.gov or contact our customer service staff at 703-291-0880 or toll free 1-866-446-0940; or send an e-mail to eeoc.traininginstitute@eeoc.gov for more information TTY# 1-800-828-1120.

CONFIRMATION: Registrants will receive e-mail confirmation upon receipt of a complete registration and payment. Space is limited, so register early, preferably at least 14 days prior to the seminar. Late registrations will be accepted on a space-available basis. **Bring your e-mail confirmation to the seminar.**

REASONABLE ACCOMMODATION REQUESTS — If you need an accommodation, please note it on the registration form and we will contact you.

U.S. Equal Employment Opportunity Commission

EEOC Atlanta Seminar

Thursday & Friday
August 25-26, 2016



Schedule

8:00 a.m.
Registration

9:00 a.m.
Start

12:15 Lunch
(Provided)

4:30 p.m.
End

Let the EEOC Be Your Trainer!

Experienced EEOC Staff will come to your worksite and provide training on popular EEO topics such as Harassment, EEO Overview, ADA Reasonable Accommodation and more.

For more information contact:
Terrie Dandy, Outreach & Training Manager,
(404) 562-6811
terrie.dandy@eeoc.gov

Agenda Day 1

8:00 AM Registration and Continental Breakfast

9:00 AM **Welcome & Opening Remarks**
Bernice Williams-Kimbrough, Director, EEOC Atlanta District Office

9:30 AM **Disruptive Demographics: Implications for the Workplace**

The first decade of the new millennium reveals six disruptive demographic trends of Census 2010. The presenter discusses the impact of these emergent trends on U.S. workplaces and consumer markets, as well as challenges they pose for the nation's competitiveness in the global marketplace.

Dr. James H. Johnson, Jr., University of North Carolina at Chapel Hill

11:00 AM Morning Break

11:15 AM **Ban the Box**

Learn about "Ban the Box," a national effort to persuade to remove, from their hiring applications, the check box that asks if applicants have a criminal record. Its purpose is to enable affected individuals with criminal record histories to display their qualifications in the hiring process before being asked about their criminal records. You will also hear about other pathways to reentry and fair chance efforts concerning the use of arrest and conviction records in employment.

*Doug Amar, Executive Director, Georgia Justice Project;
Charmaine Davis, State Director,
9to5 Georgia; Marissa McCall Dobson,
Public Policy Director, Southern Center for Human Rights*

12:15 PM CONFERENCE LUNCHEON - Networking Opportunity

1:30 PM **Biggest Mistakes Employers Make that You Might Never Have Thought Of**

This session explores common mistakes employers make that you probably have never thought of, like "calling something else," "getting 'chippy'" or "deluding yourself." The presenter also discusses other simple things employers do wrong that get them in legal trouble, including careless hiring and outdated or unworkable policies.

John F. Wymer, Sherman & Howard, LLC

3:00 PM Afternoon Break

3:15 PM **Employer Investigations: What You Should Know**

This session will discuss investigations conducted by the EEOC, detailing the Commission's perspective on employer responsibilities to reasonably address EEO-related allegations. It will also highlight common mistakes employers make when conducting internal investigations and provide tips for employer Best Practices.

Darrell Graham, Deputy Director, EEOC Atlanta District Office

4:30 PM Closing Remarks & Evaluations

Credits: This program has been submitted to the HR Certification Institute for review. SHRM and CLE credits are being sought. Seminar is approved for the refresher training requirement for federal agency EEO investigators, mediators, and/or counselors.

U.S. Equal Employment Opportunity Commission

EEOC Atlanta Seminar

Thursday & Friday
August 25-26, 2016



Schedule

8:00 a.m.
Registration

9:00 a.m.
Start

12:15 Lunch
(Provided)

4:30 p.m.
End

Let the EEOC Be Your Trainer!

Experienced EEOC Staff will come to your worksite and provide training on popular EEO topics such as Harassment, EEO Overview, ADA Reasonable Accommodation and more.

For more information contact:
Terrie Dandy, Outreach & Training Manager,
(404) 562-6811
terrie.dandy@eeoc.gov

Agenda Day 2

8:00 AM

Registration and Continental Breakfast

9:00 AM

Opening Remarks

Bernice Williams-Kimbrough, Director, EEOC Atlanta District Office

9:15 AM

EEOC Legal Update: Recent Court Decisions & Their Implications for Employer Responsibilities

EEO law is dynamic, ever-changing and developing as the courts interpret and apply the law to a rapidly changing workplace. Join us for a review of the most interesting and far reaching decisions issued by the courts in the last year and the EEOC's official response to these.

Peggy Mastroianni, Legal Counsel, EEOC Office of Legal Counsel

10:45 AM

Morning Break

11:00 AM

Can Employers Mandate Confidentiality & Arbitration?

Does your organization's routine confidentiality, non-disparagement, and arbitration provisions in your handbook, settlement and employment agreements run afoul of Title VII, NLRA, and other employment laws? This session will discuss the viability of such provisions and what you should do to stay on the correct side of the law. will discuss the Board, EEOC cases and Court decisions and give best practices and encourage employers to review their handbooks, settlement agreements, etc.

Chandra Davis, Partner, The Employment Law Solution
Curtis Mack, Retired Partner, McGuireWoods LLP

12:15 PM

CONFERENCE LUNCHEON - Networking Opportunity

1:30 PM

The Secret of Microbehaviors: How Understanding the Unconscious Mind Creates a More Diverse, Inclusive, and Innovative Workplace

Learn ways to both detect and overcome biases and micro-behaviors. Participants will develop heightened awareness with respect to their own potential undetected biases, as well as specific techniques for managing them and countering the inequities they see and experience in the workplace.

Bruce J. Stewart, Deputy Director, Training, Compliance, & Strategic Initiatives, Office of Diversity & Inclusion, Office of Personnel Management

3:00 PM

Afternoon Break

3:15 PM

Religion in the Workplace

Title VII of the Civil Rights Act of 1964 prohibits discrimination in employment based on religion. This session spotlights different religions, workers' rights, and employers' responsibilities, under Title VII. Hear from a panel of interfaith leaders about their religion, commonly held myths, issues faced in the workplace, and how to address them.

Cheryl Legare, Partner, Legare, Attwood and Wolfe, LLC
Edward Ahmed Mitchell, Attorney & Executive Director, CAIR Georgia

4:30 PM

Closing Remarks & Evaluations

Credits: This program has been submitted to the HR Certification Institute for review. SHRM and CLE credits are being sought. Seminar is approved for the refresher training requirement for federal agency EEO investigators, mediators, and/or counselors.

EEOC ATLANTA SEMINAR 2016

Please print and
use a separate form
for each attendee

ENROLLMENT

Event Code: 16T-ATL-01

First Name _____ MI ____ Last Name _____

Title _____

Organization _____ Suborg. _____

Address _____

City _____ State _____ Zip _____

E-Mail _____

Business Telephone () _____ (if TTY, please check here ☐)

Fax No. () _____ Company/Agency Tax ID Number _____

Do you require a reasonable accommodation, due to a disability, to attend this program? ☐ Yes

Describe accommodation requested or special diet needed: _____

REGISTRATION FEE

☐ One day \$349 / \$329* **Discount Price**

☐ Both days \$698/ \$658* **Discount Price**

*Discount price of \$329 available for online registrations received before August 24 (day 1) or August 25 (Day 2), 2016. All payments received after July 25 will be subject to a \$349 registration fee. Checks received after July 25 containing insufficient funds will be returned. Mail registrations to: EEOC Training Institute, 6841 Elm Street, Suite 1092, McLean, VA 22101

PAYMENT TYPE

Credit Card ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

Account # _____ Exp. Date _____

Card Security Code (3 or 4 un-embossed digits near signature block) _____

Cardholder Name (please print) _____

Signature _____ Cardholder Email _____

Cardholder Address _____

☐ **Check** Payable to **EEOC Training Institute** 6841 Elm Street, Suite 1092, McLean, VA 22101

☐ **State/Local Government Entities:** To request an invoice to secure payment via check or credit card, please contact the **EEOC Training Institute at 866-446-0940** or send an e-mail to eeoc.traininginstitute@eeoc.gov.

☐ Federal Government Agencies must complete the EEOC's Inter Agency Agreement (IAA Form) at the time of registration. Please contact the **EEOC Training Institute at 866-446-0940** or send an e-mail to eeoc.traininginstitute@eeoc.gov.

Person filling out this form (if different than registrant)

Name: _____ E-mail: _____

► **REGISTER ONLINE** WITH A CREDIT CARD OR CHECK AT www.eeotraining.eeoc.gov/tapsmain.html

► **MAIL** to EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

► **QUESTIONS? CALL** 703-291-0880 or toll free 1-866-446-0940; **or e-mail**

eeoc.traininginstitute@eeoc.gov

* PAYMENT IS REQUIRED PRIOR TO TRAINING

Have you attended an
EEOC-sponsored seminar,
course or conference in the
last 5 years? ☐ Yes ☐ No

Employees
at your facility?

☐ Under 50

☐ 50-99

☐ 100-249

☐ 250-499

☐ 500-999

☐ 1,000+

Your Organization:

☐ Federal Gov't

☐ State/Local Gov't

☐ Private

Your Position:

☐ Attorney

☐ EEO Director, Manager,
Supervisor

☐ EEO Professional

(Investigator, Counselor,
Specialist)

☐ HR Director,

Manager, Supervisor

☐ HR Staff

☐ Mediator, ADR

☐ Other Manager,

Supervisor

☐ President, CEO, Owner

☐ Union Representative

☐ Other _____

How did you learn about this
seminar?

☐ Brochure in mail

☐ Colleague

☐ EEOC event

☐ Email

☐ Website/Internet

☐ Newspaper/ Newsletter

Professional Organization

☐ SHRM

☐ Other _____

EEOC ATLANTA SEMINAR 2016

DIRECTIONS

Visit the EEOC
Training Institute at

www.
eeotraining.eeoc.gov

2016 SEMINAR

LOCATION

Atlanta Marriott Marquis

265 Peachtree Center Avenue
Atlanta, GA 30303

A destination downtown Atlanta hotel conveniently located in Peachtree Center with indoor connection to MARTA, restaurants, and other amenities. It is also near

DIRECTIONS

North on I-75/85 take Exit 248C (Andrew Young International Blvd). Turn left on Andrew Young International Blvd. then right on Peachtree Center Ave. Hotel is 2 blocks on the right.

South on I-75/85 take Exit 249A (Courtland St). Go to 3rd light. Turn right on Andrew Young International Blvd. Go 1 block to Peachtree Center Ave. Turn right. Hotel is 2 blocks on the right.

PARKING: Valet parking available at hotel for \$12 a day (8:00 a.m.—6:00 p.m.), and \$22 a day for overnight guests.

The nearest **TRAIN/MARTA STATION** is Peachtree Center.

For EEOC materials;
guidance, fact sheets,
press releases, and
more, visit
www.eeoc.gov.

- **Prepare for tough HR decisions** concerning EEO policies and practices, 'ban the box', internal investigations, confidentiality and settlement agreements, religion in the workplace, and managing bias.
- **Improve your company's bottom line**, saving money, time and resources with smart policies, happy employees and a productive workplace.
- **Learn best practices** from experts who will keep your approach to EEO up to speed with the latest changes in the EEO laws and innovations in the workplace.
- **Meet the people who enforce the laws** and discover how EEOC and other government agencies analyze key EEO issues.
- **Receive your own EEO Library**, a searchable CD eight-volume Resource Guide.



LET EEOC BE YOUR TRAINING RESOURCE

For more information contact:

Terrie Dandy

(404) 562-6811

TTY (404) 562-6801

terrie.dandy@eeoc.gov

EEOC offers the best value for your training budget.



EEOC
Training Institute
...Learn from the Experts